

## CHAPTER 1

### SAFETY, HEALTH, AND ENVIRONMENTAL PROGRAM COLLATERAL RESPONSIBILITIES

#### 1.1 PURPOSE

This chapter contains guidelines covering collateral duty support for established safety, health, and environmental activities for all APHIS program levels.

#### 1.2 DEFINITIONS

- A. Safety Officer. An employee designated to perform safety, health and/or environmental functions 50 percent or more of his/her official time. Safety officers may have varying titles and areas of specialty, such as industrial hygiene, aviation safety manager, or regional safety and health manager; collectively these employees are referred to as safety professionals.
- B. Collateral Duty Safety and Health Officer (CDSHO). An employee designated to perform safety, health, and/or environmental functions up to 20 percent of his/her official time. CDSHOs will be appointed by the regional or program director, and officially designated by the Designated Agency Safety and Health Official (DASHO).
- C. Safety Coordinator. An employee who serves as the job site representative to ensure that a safe work place environment is maintained. The Safety Coordinator is intended to assist the CDSHO at each work site, is appointed by the local manager, and has related duties not to exceed 10 percent of his/her official time.
- D. Hazardous Waste Coordinator. An employee who serves as the local representative at a facility which generates, or may generate, hazardous waste materials. Duties and responsibilities are further outlined in the APHIS Environmental Protection Program.

#### 1.3 AUTHORITY

The elements for Federal Employee Occupational Safety and Health Programs, found in 29 Code of Federal Regulations, Part 1960, establishes safety and health responsibilities and basic duties within the Federal Government.

#### 1.4 POLICY

- A. All APHIS programs will have an assigned full time Safety Officer or CDSHO.
- B. Activities requiring support greater than the 20 percent level available from a CDSHO will evaluate the need for a full time Safety Officer. Program directors/managers will request the assistance of the Safety, Health, and Employee Wellness Branch (SHEWB) to audit their local program needs.

#### 1.5 APPOINTMENT PROCEDURES

Employees who are appointed to collateral duties for safety, health, and environmental program activities

will be active in the APHIS Safety and Health program, and will have an interest in the safety, health, and well-being of fellow employees and their work environments.

The Safety Coordinator will be recognized by the local manager designating him/her by letter of appointment. A copy of the appointment letter will be forwarded to the regional CDSHO. The local manager may direct the termination of a collateral duty appointment in the event of failure of the employee to perform the necessary duties, as reflected in the employee's performance rating.

The CDSHO will be appointed, in writing, by the regional/program director and officially designated by the DASHO. The appointment letter will include the following information:

- A. Name, title, series, and grade of the employee.
- B. Organizational unit for which he/she serves.
- C. Complete mailing address, email address, phone, and fax numbers.
- D. Pertinent experience or training the employee brings.
- E. Date of appointment and term of appointment.

The DASHO may direct the termination of a collateral duty appointment in the event of failure of the employee to perform the necessary duties, as reflected in the employee's performance rating.

#### 1.6 RESPONSIBILITIES

- A. The CDSHO will possess basic and recognized knowledge of APHIS Safety, Health, and Environmental program requirements as contained in the APHIS Safety and Health Manual, and related directives and will ensure the following:
  - 1. That he/she acts as the point of contact between his/her respective work unit and Safety Coordinators, and serves as liaison for SHEWB
  - 2. That he/she actively participates at his/her respective program level to identify and correct workplace safety issues.
  - 3. That all workplace safety and health inspections are performed as required, and local records and documentation covering safety training and the local Occupational Safety and Health Administration (OSHA) injury/illness log are maintained. The CDSHO assists respective full time APHIS safety professionals and/or SHEWB, as requested.
- B. The Safety Coordinator will:
  - 1. Possess a basic and recognized knowledge of APHIS Safety, Health, and Environmental program requirements as contained in the APHIS Safety and Health Manual, and/or related directives;
  - 2. Assist local management in fulfilling their requirements to comply with OSHA, APHIS,

and program regulations; and

3. Ensure the following:
  - a. That he/she acts as the primary contact for employees and management at his/her respective work unit on safety issues, and as work unit contact for the CDSHO or full time safety professional.
  - b. That he/she actively participates at his/her respective program level to identify and correct workplace safety issues including workplace safety inspections and site safety training.
  - c. That he/she will assist full time safety professionals and the CDSHO, as requested.

#### 1.7 PERFORMANCE STANDARDS

The CDSHO will have Safety and Health as a separate performance element in his/her performance appraisal. This performance element will be evaluated and rated cognizant of the level of training provided, time allotted for the duties, and with input from full time safety professionals.

It is recommended that Safety Coordinators also have a separate performance element.

#### 1.8 TRAINING

- A. Training will be provided to the appointed employee, appropriate to the level of responsibility required. The OSHA 10-hour General Industry Standards course will be considered the minimum level of training sufficient for Safety Coordinators.
- B. The CDSHO will be required to attend the OSHA 600 course A Collateral Duty Course for Other Federal Agencies, @ or equivalent APHIS course, within one year of appointment to the position.
- C. Based on the various needs and requirements within the programs, additional training in any of the following areas may be recommended, with management approval:
  1. Hazard recognition and abatement.
  2. Office of Workers=Compensation Programs management.
  3. Occupational medical surveillance.
  4. Personal protective equipment.
  5. Hazard communication.
  6. Respiratory protection.
  7. Defensive driver training instruction.

8. Ergonomics.
9. Chemical hygiene.
10. Facility environmental program management.
11. Facility security awareness and management.

The CDSHO will contact SHEWB before registering for any course, as limited amounts of funds are available to help defray program expenses. It is imperative that Safety Coordinators and CDSHO program offices also plan for training program needs.

#### 1.9 AWARDS

The CDSHO and Safety Coordinators are eligible for nomination to receive recognition from the National APHIS Safety and Health Council, as provided through the Incentive Awards Program. For detailed information, see the APHIS Safety and Health Manual, Chapter 12.